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Portal Authority Board of Directors

MINUTES
Portal Authority Board of Directors Monthly Meeting
October 7, 2004
1:30pm – 4:00pm
Legislative Services Building
200 East 14th Avenue
Hearing Room A, 1st Floor
Denver, CO

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I. **Call to Order: 1:40pm, Donetta Davidson, Chairperson**

    A.   **Roll Call**
        Attendees: Arrowsmith, Cadman, Cooke, Davidson, Feingold, Jenik, Marroney, May, Sobanet, Wells, L. Williams, T. Williams

    B.   **Introduction of Audience**

II. **Presentation: Cathilea Robinett, Executive Vice President, Center for Digital Government**

Cathilea Robinett provided a presentation entitled: BOW (Best of Web) in 2004. BOW is a web portal competition sponsored by the Center for Digital Government, which began in 1996. Approximately 400 websites participated in the 2004 competition. The 2004 BOW winner was www.maine.gov (2nd place last 2 years). Maine has experienced amazing adoption rates, after implementing an "e-Democracy portal" (innovative, fun, and first of its kind). Other 2004, "top 10" finalists were: www.Indiana.gov, www.Virginia.gov (always a front-runner), www.Delaware.gov (Governor and Secretary of Technology committed to technology initiatives), and www.Arizona.gov. Kentucky and Alabama also placed in the Top 10 out of nowhere; both portals took approximately one and half years to build. The city of Fort Collins, CO took first place for 2004 BOW: Cities. Cathilea reported that it is at an adoption rate of 30% or higher, that state's see fundamental changes in cost structure, by means of a portal. Nation leading states have thresholds around 75% adoptions.

Cathilea recommended the Authority compile focus groups to ask Colorado citizens exactly what they are looking for/want in a Statewide Internet Portal. She pointed out that senior citizens are the highest growing demographic online, so to be sure to include them, in addition to youth, in focus groups. Kids born between

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1982-2000 are classified as "millennials," and are highly technically savvy. They have grown up with technology, computers, cell phones, etc.

Discussion shifted to questions about how other states have funded their portal. Cathilea will provide her funding model research to Chairman Davidson. Leroy Williams stated that OIT has researched funding models in great depth.

Action Item: OIT to provide "funding model research" to Authority, as to compare with the Center for Digital Government's research.

Action Item: OIT to provide analysis on user adoption rates and effect on cost structure (fixed vs. variable, pre vs. post online delivery channels).

Cathilea concluded her presentation with the statement that leadership is key to building and maintaining a successful portal. Technology must remain a priority throughout administration turnover. In addition, states must have a strong marketing campaign to get cities, counties, and citizens on board with the portal. Best of Web winners are getting more and more sophisticated each year. Those states that are not ranked high in BOW are simply not advancing with the times; they remain complacent.

III.   Approval of September 2, 2004: Minutes, Donetta Davidson, Chairperson
Chairperson Davidson called for a motion to approve the September 2, 2004, Internet Portal Authority Board of Directors Meeting Minutes.

Members of the Authority did not have the opportunity to review minutes for the 9/2/04 meeting, so voting was suspended. Abby Rudd, OIT, will email minutes for both the 9/2/04 and 10/7/04 meetings, directly to the Authority and they will be voted on at the 11/4/04 meeting.

IV.   Committee Reports

A.   Bylaws Committee, Jeff Wells
Chairman Davidson called for a motion to rename the Bylaws Committee, so that it is now called the "Legal Issues Committee."

Motion: Jeff Wells motioned to rename the Bylaws Committee, so that it is now called the "Legal Issues Committee."
Gerald Marroney seconded the motion.
The motion was approved unanimously.

The primary goal of the Legal Issues Committee has been to select general counsel to represent the Portal Authority. The Legal Issues Committee

has approved a DRAFT RFP for legal counsel. DPA's Procurement Office plans to release RFP shortly, either October 28th or 29th, 2004. Jeff Wells recommended the Legal Issues Committee pick the "Top 3" RFP's submitted and then have these firms interview with the entire Authority. The Authority as a whole, would then award a contract. The Authority agreed with this recommendation. Currently, the Berkowitz Firm and Greenberg Traurig, LLP have already submitted an RFP. Both firms will need to re-submit an updated cover letter to reflect the applicable RFP time period.

B. **Financial Committee, Nancy McCallin/Henry Sobanet**
Henry Sobanet did not provide a report on behalf of the Financial Committee. He did report that some seed money has been set up for the Authority in the Treasurer's Office.

Action Item: Henry Sobanet to acquire final report provided by Nancy McCallin on behalf of the Financial Committee, for November meeting.

C. **Business Committee, Michael Cooke**
Michael Cooke reported that Statewide Internet Portal's website received 1554 hits in September 2004. Michael plans to discuss the majority of the Business Committee's activity during an Executive Session, later this afternoon. The Business Committee has three documents to present:
1. DRAFT-Strategic Business Plan
2. DRAFT-Executive Summary of the Strategic Business Plan
3. DRAFT-RFP for Portal Integrator

Michael commended the following individuals for their efforts on creating the above-mentioned documents:

RFP Subcommittee:
Senator Ron May
Bob Feingold
Bob Roper, CIO, Judicial
John Picanso, CIO, Agriculture
Rick Malinowski, CIO, DPA
Jeff Sherrard, OIT
Paul Robinson, OIT

Business Committee:
Michael Cooke
Leroy Williams
Bob Feingold
Greg Jenik

Jack Arrowsmith
Tina Camblin, CIO, Regulatory Agencies
Ron Ozga, Human Services
Nolan Jones, CIO, Revenue

D.   Personnel Committee, Senator Ron May
Senator Ron May reported that there are 11 or 12 candidates interested in the Executive Director position. Senator May needs to discuss the salary for this position with the Financial Committee ASAP, to move forward. Chairman Davidson recommended the Authority create a subcommittee to discuss the Executive Director position with Bob Lee, Chief of Staff. Michael Cooke amended this recommendation by suggesting an assigned group first meet with Henry Sobanet and then Bob Lee. This recommendation will move forward as an action item. Chairman Davidson to set-up meetings.

Action Item: Chairman Davidson to schedule the following two meetings:
   1. *Meeting with Henry Sobanet, to include: Chairman Davidson, Michael Cooke, Greg Jenik, and Senator May, with the purpose of discussing the Executive Director position for the Portal.*
   2. *Meeting with Bob Lee, to include: Chairman Davidson, Michael Cooke, Greg Jenik, Senator May, and Henry Sobanet, with the purpose of discussing the Executive Director position for the Portal.*

Senator May is planning a trip to Kansas in November, which will include a meeting on November 8, 2004, with Kansas State Government to discuss how they selected an Executive Director for their Portal.

V.   Old Business

VI.   New Business

A.   Portal Account Information, Ben Stein, Deputy Treasurer
Ben Stein and Joann Vondracek, CIO, Treasurer's Office, provided a report on "T-Commerce Proof of Concept." Ben Stein reported that due to difficulties with the initial vendor selected to implement a T-Commerce/web-based electronic payment engine, the Treasury will cancel the existing contract, develop a new RFP, and seek out a new vendor under its authority to procure banking services for the state. The

Treasurer's Office will gladly hand off this project to the Statewide Internet Portal if the Authority desires that. Otherwise, they will move forward with this project with the ultimate goal being one single financial reporting system in the state (there is high demand for consistency).

Joann Vondracek was prepared to present on how to go about building an enterprise payment engine, but due to time constraints, this presentation is to be discussed at a future Financial Committee meeting.

VII.   Set Agenda for Next Meeting
Next meeting is scheduled for:
Thursday, November 4, 2004
1:30pm-4:00pm
Legislative Services Building, 200 East 14th Avenue
Hearing Room A (first floor)

FYI…Legislature elects leadership the morning of November 4, 2004.

VIII.   Adjournment-Part A

Chairperson Davidson called for a motion to adjourn the October 7, 2004, first portion of the regular meeting of the Statewide Internet Portal Authority Board of Directors.

Motion: Greg Jenik motioned to adjourn the October 7, 2004, first portion of the regular meeting of the Statewide Internet Portal Authority Board of Directors.
Tambor Williams seconded the motion.
The motion was approved unanimously.

The first portion of the regular meeting adjourned at 3:55pm.

Executive Session resumed shortly thereafter.

IX.   Executive Session

Notes are private.

X.   Executive Session Ends – Second portion of regular meeting resumes

The Board voted to end the executive session for the purpose of entertaining motions.

Motion: Michael Cooke moved that we make the revisions to language in the Executive Summary of the SBP, the SBP and the RFP.
The motion was seconded by Henry Sobanet and passed unanimously.
The revised versions will be posted on the website.

Motion: Michael Cooke moved the release of the RFP for public comment to end October 22nd and release for bid by October 29th.
Tambor Williams seconded the motion.
Ron May made a substitute motion to release the RFP November 15th. The motion was defeated 7 to 2.   Gerald Marroney moved an amendment to add that we do not proceed past the Q & A period of the RFP if we do not have an Interim Executive Director at that time. **The motion died for lack of a second.**

Motion: Gerald Marroney moved that the personnel committee select 3 candidates from whatever applicant pool exists for interview by the entire Board.
Jack Arrowsmith seconded the motion.
The motion passed 7 to 2.
Ron May declined to serve on the committee.

XI.   Adjournment-Part B

Motion: Bob Feingold moved to adjourn the October 7, 2004 meeting of the Statewide Internet Portal Authority Board of Directors.
The motion was approved unanimously.